



MOBILE VENDOR APPLICATION

PLEASE CHECK THE APPLICABLE PERMIT TYPE BELOW

___ MOBILE VENDOR (6 MONTH PERMIT)
(Administrative Review)

___ MOBILE VENDOR (ANNUAL PERMIT)
(Planning Commission Review)

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be considered complete or processed for review until all necessary information is furnished. ***An application fee of \$100.00 is required at the time of submission.***

Application:

Proof of identity and a full-face photograph (at least 2 in., not more than 3 in.) of the applicant is required.

Applicants Full Name: _____

Address: _____

E-mail: _____

Phone: _____

If the applicant is employed by another:

Business/Vendor Name: _____

Address: _____

E-mail: _____

Phone: _____

A detailed site plan showing proposed location and distances in compliance with Sec. 38-61(d)(3) of the City of Rogers Code of Ordinances is required.

Vending Location/Address: _____

If the outdoor vendor location is adjacent to a residential district, proof of notification of adjacent property owner (i.e. certified mail receipt or letter from the owner) is required.

Product for Sale or Service Offered (Describe):

1. Food/ Beverage: (attach a menu if available) _____

2. Product: _____

3. Service: _____

Products for sale by permanent businesses located immediately adjacent to and on the same side of the street:

Permanent Business Name

Address

Products for Sale
(attach a menu if available)

Description of Mobile Device or other structure to be utilized for conducting the business:

If a motor vehicle is being used provide the following:

****Proof of current driver's license for all drivers***

****Proof of current insurance for the vehicle***

Make _____ Year _____ Model _____ License No. _____

Square Feet of Mobile Device or Structure: _____

Description of any additional structures to be used in conducting the business, including but not limited to stairs, decks, tents, or enclosures: (food truck, trailer, table, tent, etc.)

A detailed scaled drawing or photo of the conveyance showing dimensions and location of any proposed signs is required. All signage must be in compliance with Section 44-9 of the City of Rogers Code of Ordinance.

Number of parking spaces on the property: _____

Describe parking on the property (i.e., shared parking lot, vacant parcel, etc.) _____

Arkansas Sales and Use Tax ID Number: _____

Date of inspection by the Benton County Health Department (attach a copy of the certificate): _____

APPLICANT / VENDOR: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions of approval.

NAME (PRINTED): _____ Date: _____

Signature: _____

PROPERTY OWNER(S): I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. Further, I/we certify that permission is hereby given to the applicant/vendor listed above for the operation of an Outdoor Mobile Vendor business on the subject property, as described herein.

NAME (PRINTED): _____ Date: _____

Signature: _____

Staff Use Only

Number of Parking Spaces required for the mobile vendor _____

Is adequate parking provided? (explain if needed): _____

Zoning District: _____ Use Unit (City staff use only): _____

Administrative Approval:

For the purposes of Sec. 38-55 of the Rogers City Code, it shall be unlawful to open for business until a permit has been issued by the City Planning Department. Approval of this application shall confirm that the proposed use conforms to the requirements of the City's zoning code. The permit for outdoor vending on private property is hereby approved, and is valid for the time period noted below.

Start Date: _____ End Date: _____

Zoning & Development Administrator

Date

Conditions:

- The mobile vending device must be removed from the property after the permit expires. However, if a conditional use permit is approved for a Mobile Vendor Court by the Planning Commission, the mobile vending device may remain permanently.
- The mobile vending device is permitted in the location as indicated on the approved site plan (attached).
- To ensure compliance with ADA no member of the public may go inside the mobile vending device, unless the device has been inspected and approved verifying that it is ADA compliant.